



WESTERN COVENTRY FIRE DISTRICT

Standard Administrative Procedure (SAP) Committee Meeting

May 24, 2012

MINUTES

Members Present

Skip Mays

John Humble

Richard Holt

Chief Hall

1. *Call to order, attendance, confirmation of posting and quorum.*

Mr. Humble called the meeting to order at 7:05 p.m. The meeting was posted as required.

2. *Acceptance of minutes of 3 May, 2012 meeting*

Tabled to the next meeting

3. *Review and possibly revise SAP 5211.05 Access to Public Records as it pertains to methods of submitting an APRA request.*

Mr. Holt references RIGL 38-2-3(c). *Each public body shall establish procedures regarding access to public records that shall not require written request for public information pursuant to 42-35-2 or for other documents made readily available to the public.* And the committee compares with 42-35-2. They also discuss the meaning of 'readily available'. Mr. Holt believes things on our website are 'readily available'. Payroll records and contracts would not be 'readily available' and should be requested in writing. Mr. Humble received an email from Mr. Harsch who said our procedure is consistent with the law. He suggests district policy, which requests be in writing. The Attorney General Office's form requests need to be in writing. All members believe it is good practice to have requests in writing.

Mr. Holt suggests inserting attached in beginning of paragraph #2.

A motion is made by Mr. Holt and seconded by Mr. Mays to approve SAP 5211.05 as amended. All voted aye. So voted.

4. *Review and possibly vote to approve for BOD approval updated versions of SAPs for duties and responsibilities of the full time rescue and fire captains, SAP 1211.03 & .04.*

Members agree that the SAP should define responsibilities beforehand. The goal is to conform the SAP to expectations that the Fire Captain and Rescue Captain are salaried employees and must be full time employees. The Board's intent is to take into consideration and include all extra compensation in the positions so that they will not be losing any compensation. The SAP will be the basis for the new contract.

WCFD SAP Committee Members

John Humble (C), Richard Holt, Skip Mays, Chief Donald Hall

In developing the SAP, Members want to make sure they cover responsibilities of the employee that is broad enough and appropriate enough to make sure that we are in compliance with the salaried employee. 1211.03, paragraph 3, add in:

- manages, schedules, and supervises the performance of subordinates and takes appropriate disciplinary action when necessary or required.
- responsible for management of routine preventative maintenance

Mr. Mays will forward members other changes he is recommending for this section. Mr. Humble will send Mr. Mays a list of 60/40 requirements.

3.7 Management of and responsible for scheduling of routine and emergent maintenance
Development and management of fire apparatus preventive maintenance schedules

Qualifications: in Chief: 4.2 calls for RI State Certification 214 EMTc should be added completion of Fire Officer Level 1 training.

Rescue Captain shall report to Deputy Chief: or, *shall follow command protocol when required*, means will report to the Chief.

5. *SAP for tracking earned and accrued vacation and compensation time. (Capt. Guastini/JH)*

Members believe comp-time should be used or it's lost. Employees should be encouraged to take time off. Discussion if there should be a percentage lost, a maximum cap, or a time-period to use it. A suggestion is made that an employee may be allowed to carry forward 180 hours.

6. *Review SAP 1110.01 Hiring Policy and Procedure as it relates to interviewing practices and OMA.**

Relating to Chief, the committee will determine finalists and call a meeting, and in Executive Session, will have individual interviews. In open session the committee will recommend to the Board candidates to interview. Members don't believe it is necessary to spell out in an SAP. The committee will consist of two (2) Board Members, one (1) fire fighter not from Coventry, and two (2) residents not affiliated with the district.

7. *Review SAP 1211.02 Duties of the Deputy Chief.*

8. *Discuss further efforts to specify in SAP format the department membership ratings and membership participation requirements.*

9. *Update status of FLSA compliance effort and possible need for inclusion in to SAP 7331.00 Payroll Procedure.*

Discussion of 1099's vs. W2's.

10. *Review and possibly accept revisions pending input from the Charter/By-Laws Committee to SAP 1211.20 Duties of the Board of Directors as it and the By-Laws relate to director resignation for absenteeism.**

WCFD SAP Committee Members

John Humble (C), Richard Holt, Skip Mays, Chief Donald Hall

The By-laws Committee is still working on wording. At the Board of Directors discretion, if three (3) consecutive or more than four (4) of the previous twelve (12) meetings are missed, a member will be deemed vacating his seat.

- 11. Education Reimbursement Program Requirements SAP 7332.00. (new SAP)* (JH)***
- 12. Discuss possible need for SAP that defines membership benefits. (possibly combine with or make a sub set of SAP 7332.00 group)***
- 13. Continue discussion to developing procedures for auditing practices.* (RH).***
- 14. Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS. (JH)***
- 15. Discuss further efforts to establish a HIPPA SAP. (Chief)***
- 16. Develop computer use SAP. (Robert Hevey to assist.)***
- 17. Inventory control SAP. (Capt. Guastini/JH)***
- 18. Any other SAP that the committee deems as being necessary or has been requested by the Board of Directors, District and/or Department officers.***
- 19. Open Forum***
- 20. Schedule next meeting.***

The next meeting will be held on June 13, 2012.

21. Adjournment.*

A motion is made by Mr. Holt and seconded by Chief Hall to adjourn the meeting at 9:06 p.m.